

# CITY OF MARLBOROUGH

Marlborough, MA 01752

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## DEPARTMENT OF PUBLIC WORKS FOREMAN – WATER & SEWER DIVISION

### DEFINITION/PURPOSE

Oversight of the day-to-day operations of the Water and Sewer Division of the Department of Public Works. Supervises and/or inspects water and sewer construction, maintenance, and repair projects using recognized safety procedures and construction standards.

### ESSENTIAL FUNCTIONS

*(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Supervise, direct, and inspect the daily work of employees engaged in water and sewer construction, maintenance, and repair projects.
- Supervise, direct, and inspect the operation of a wide variety of both city-owned and hired, heavy and special motorized construction equipment required on projects and for operations.
- Review the progress of work and work performed to ensure compliance with instructions and that work is in conformance with accepted trade practices.
- Ensure that employees comply with safety regulations and to enforce same.
- Make recommendations regarding employee discipline and performance.
- During the winter months, provide principal supervision and oversight with other Foremen of the Snow & Ice operations.
- Assist other DPW divisions and groups as well as other City departments throughout the year relating to spring and fall cleanups, maintenance of conservation's trail system, parade preparations and cleanup, as well as holiday preparation and cleanup.
- Performs other duties as requested by the Water General Foreman and Assistant Commissioner of Utilities.

### SUPERVISION RECEIVED

Under the supervision of the Water and Sewer Division General Foreman. This employee may also receive direction from the Assistant Commissioner of Utilities.

### SUPERVISORY RESPONSIBILITY

Direct supervision of subordinate personnel assigned to the Water and Sewer Division including, but not limited to, Special Motor Equipment Operators, Laborers, and temporary/part-time or contract employees. Crews will normally range from 2-10 individuals.

### JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

**COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

**NATURE AND PURPOSE OF CONTACTS**

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

**CONFIDENTIALITY**

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

**WORK ENVIRONMENT**

Work is continually performed outdoors, regardless of weather conditions. Employee is frequently exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury. The employee operates a personal computer including Microsoft Office, email, telephone, fax, scanning and copy machines. May be required to work weekends and holidays and in emergency situations. Must be available for "on-call" status as assigned.

**EDUCATION AND EXPERIENCE**

Must have a High School Diploma or equivalent. At least four years' experience in public works, construction and maintenance, water distribution and sewer collection including supervision of subordinates or an equivalent combination of education, training and/or experience.

Special Requirements: Commercial Driver's License; Class B license endorsement; Department of Public Safety Hoisting License 2B (minimum); Certified Operator of Drinking Water Supply Facilities, Grade 2D "Full" or higher.

**KNOWLEDGE, ABILITY AND SKILLS**

Knowledge: Thorough knowledge of the methods, materials, scheduling, and tools and equipment used in the operation of the Water and Sewer Division. Working knowledge of the hazards and safety precautions common to water and sewer utility work.

Ability: Ability to manage a group of employees including but not limited to Special Motor Equipment Operators, Laborers, and temporary/part-time or contract employees. Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Skills: Must be computer literate; familiar with computer software applications such as Microsoft and other applications tailored to specific departmental needs. Excellent oral and written communication skills, strong interpersonal skills, problem solving skills.

## **PHYSICAL, MOTOR AND VISUAL SKILLS**

*Physical Skills:* The work involves frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring uncomfortable physical positions; may work on damp or uneven surfaces; crouch, sit, stand, walk, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces, grasp, drag, lift and carry items weighing up to 100 pounds; work above shoulder level with power and/or hand tools for sustained periods of time; may be exposed to dust and fumes; electrical and mechanical hazards, vibration and noise, work with machinery; may require the exercise of caution when operating heavy equipment.

*Motor Skills:* The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and survey equipment.

*Visual Skills:* Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage. Candidate must have vision and hearing at correctable to normal ranges.